

JOB ANNOUNCEMENT

POSITION: Administrative Assistant I
LOCATION: Administrative Office of the Courts - SLC
HIRING RANGE: 33-38/ \$12.31-\$14.10
TYPE OF POSITION: Full-time position, with benefits, contingent
CLOSING DATE: **March 21, 2008 at 5:00 p.m.**

APPLICATIONS SHOULD BE DIRECTED TO:

Human Resources
450 S State, P O Box 140241
SLC UT 84114-0241
(801) 578-3890 phone
(801) 238-7814 fax

TYPICAL DUTIES: Under general supervision of the Assistant Juvenile Court Administrator for Child Welfare, performs clerical and secretarial tasks to include:

- Composes and types correspondence, agendas and various legal documents using word processing, and transposes minutes of meetings
- Provides clerical support to the Utah Court Improvement Program, the Initiative on Utah Children in Foster Care and related subcommittees
- Pays vendors and monitors grant budget
- Prepares, assembles and records statistical information for use in grant reporting and policy decisions
- Assists with conference planning, organization and execution
- Organizes locations of meetings including ordering food and beverages
- Makes employee travel arrangements and prepares travel reimbursements
- Answers incoming calls and takes detailed messages
- Inputs information into computer system
- Schedules appointments, interviews and conference calls
- Performs other secretarial duties as assigned

MINIMUM QUALIFICATIONS: Graduation from high school or equivalent and four years of increasingly responsible experience as a secretary or administrative assistant; OR any equivalent combination of education and experience. Typing at 40 wpm, working knowledge of office procedures, grammar, spelling, punctuation, and skill in word processing. Must possess excellent written and oral communication skills, display initiative with a minimum of supervision, and ability to exercise independent judgment. **Preference may be given to applicants who are familiar with WordPerfect, Word, Excel, and Power Point.**

APPLICATION INFORMATION: State Court application forms are available at the Dept. of Workforce Services, the Administrative Office of the Courts, 450 S State, SLC, or downloaded from the Internet at www.utcourts.gov. Applications should include a resume.

The Utah State Courts is an Equal Opportunity Employer. The courts comply with all state and federal laws prohibiting unlawful discrimination, and provide reasonable accommodation to disabled individuals as required by the ADA.